



Course Syllabus  
Gyanmanjari Institute of Technology  
Semester-2 (Diploma)

**Subject:** Communication Skills (DETXX10107)

**Type of course:** Ability Enhancement Course (AEC)

**Pre requisite:** NA

### Rationale:

Communication Skills is a popular communication course especially in second language acquisition that covers over 80-90% of skills which emphasis on LSRW basic of language learning. There are several reasons why Communication Skill is one of the best choices as it is involved with versatile self-centric scenario. Communication is a part of learning language especially business etiquettes, which points learner's adaptation towards specified development as an eligible candidate for the corporate world. To look forward one need to develop him selves and serve effectively in the modern digitalized world where not only technical terms but also updated skills are mainly targeted.

### Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks					Total Marks
CI	T	P		C	Theory Marks		Practical Marks		
			ESE		MSE	V	P	ALA	
02	00	00	02	60	30	10	00	50	150

*Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; ESE - End Semester Examination; MSE- Mid Semester Examination; V – Viva; CA - Continuous Assessment; ALA- Active Learning Activities.*



**Continuous Assessment:**

Sr. No	Active Learning Activities	Marks
1	<b>Creative Writing</b> Students have to write Quotes, Creative write-up, Micro fiction or poems and upload on GMIU web Portal	10
2	<b>Recitation</b> Students have to recite any Lyrical English Verse, Poems or Songs and upload Audio file on GMIU web Portal	10
3	<b>Creative Advertisement:</b> Students have to create an advertisement with Catchy Slogan and Pictures and upload on GMIU web Portal	10
4	<b>Movie Review</b> Students have to write Movie/Web series or Anime review with specific format and Upload on GMIU web Portal	10
5	<b>Written Exercises</b> Students have to write Application, Curriculum Vitae and Resume with help of Mobile Application and upload pdf file on GMIU web Portal.	10
Total		50

**Course Content:**

Sr. No	Course content	Hrs.	Weightage %
1	<b>Chapter 1: Introduction to Communication Skills:</b> Definition of Communication, Effective Communication and its importance, Verbal and Non-Verbal Communication, Listening skills and active listening techniques, Elements of Communication, Types – Oral, Written and Body Language, Barriers- Language Barriers, Cultural Barriers, Social Barrier, Physical Barriers.	08	25 %

2	<b>Chapter 2: Team Communication</b> Collaborative Communication, Effective Meeting, Group Discussions, Cross-Cultural Communication, Cultural Difference, Managing Stress and emotions in communication, Handling difficult situations and conflicts, Continuous improvement and lifelong learning.	08	25 %
3	<b>Chapter 3: Communication in the Digital Age</b> Social Media etiquette and online communication, virtual meetings and remote communication, Managing digital distractions, Self awareness and Self reflection in communication, Developing a personal Communication Plan, Crisis Communication strategies, influencing and persuading others.	08	25 %
4	<b>Chapter 4: Writing Practice</b> Letter Writing, Formal and Informal Creative Advertisement writing Resume building and cover letter writing for job Application Social Media Post Writing with non-controversial content Paragraph Writing on current affairs	08	25 %

**Suggested Specification table with Marks (Theory):60**

Distribution of Theory Marks (Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	20%	40%	40%	00	00	00

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

**Course Outcome:**

After learning the course, the students should be able to:	
CO1	Understand Basic Communication Skills, effective communication and its various types.
CO2	Present their team spirit by studying Team Collaboration.
CO3	Understand Communication in Digital world like virtual meetings.
CO4	Practice their writing skills by studying letter, advertisement and many more.



**Instructional Method:**

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.

**Reference Books:**

- [1] Communication Skills: 8-in-1 Guide to Master Body Language, Assertiveness, Conversations, Persuasion, Humor, Small Talk, Social Skills & Email Writing by K. C. Wayman
- [2] 101 Ways to Improve Your Communication Skills Instantly, 5th Ed by Bough Ph D Bennie
- [3] Communication Skills by Peter Simon
- [4] English by Bhavika N Vyas and Dhara Tejura

